

STIAssessment v4.0

Deleting Assessment Results

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Introduction

This document provides District Administrators with instructions on how to delete the results of an assessment in the event of an error. To protect the data in the system, only users with District-Administrator levels of access or above can delete the results of an assessment once it has been administered. If you are not a District Administrator, you will need to contact your District Administrator for help deleting assessment results.

Procedure for Deleting Assessment Results

- 1. Go to Assessment | Manage.
- 2. Select **Delete Assessment Results** to delete test results.

STIAssessment —	Communication Assessmen	www.sti-k12.com Help Logout t Management TestSCOPE TM Reports	
Home Resources Assessment Manage	K	User:District Administrator	
Show Instructions 🖲		`	
My Assessments Shared Assessments			
Source:	Assessment Type:	Manage Assessment Option:	
-Select Source-	- Select Assessment Type - 🗸	- Select your option -	
Delete Assessment Results			

3. Use the drop-lists to select the *School*, *Teacher* and *Class*. Select one or more students (one at a time) and click Add to move them to the right-hand box. Click **Submit** and then check the appropriate assessment results to delete.

CTI /	1	www.sti-k12.com	Help Logout		
211/	ASSESSIT	Communication Assessment Management	estSCOPE TM Reports		
Home Reso	Home Resources				
Delete Student Test Results					
Select School		Bush Elementary School			
Select Tead	her	1, Teacher 💌			
Select Class	s	Language 4			
Select Stude	ents	Bonds, Dai Andersen, Hamil Doe, Manuel Biggs, Rita Emerson, Al Kinnit, Florence Add Remove			
	Test ID	Description			
	177598	Reading Gr 4 Std 12 test			
	179291	Language Arts 4 AutoGen			
	179292	Language Arts 4 Build			
	183181	Alabama Map Quiz			
	184447	Science Gr. 4Conserve Electricity			
	185491	Writing 6 Classic Cut Scores			
	185494	Science Test for Classic Cut Scores			
	185986	Eng 6 Read std 1			

4. Click Mark for Deletion.

	179291	Language Arts 4 AutoGen		
	179292	Language Arts 4 Build		
	183181	Alabama Map Quiz		
	184447	Science Gr. 4Conserve Electricity		
	185491	Writing 6 Classic Cut Scores		
	185494	Science Test for Classic Cut Scores		
	185986	Eng 6 Read std 1		
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5. Results will be marked for deletion, and will be reflected in TestSCOPE reports by the next calendar day.

